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OFFICE OF RESEARCH AND REPORTS

Career Service Board Policy  
No. 6

9 April 1964

SUBJECT: The Midcareer Training Program of the Office of Research  
and Reports

I. Purpose

The purpose of this issuance is to prescribe ORR policies, responsibilities, and procedures for implementing a midcareer training program responsive to the needs of ORR and to broad Agency midcareer training objectives.

II. General

The Agency has given, and continues to give, increased recognition to the importance of training and developing individuals at the mid-career level. An Agency Midcareer Training Program (hereinafter referred to as the Program) has been established which has as its primary objective the identification at midcareer of those employees for whom a formal training program should be planned and put into effect in order that their career development may be consistent with their potential and with the Agency's needs. Individuals selected will be those who show the most potential to assume increasingly greater managerial responsibilities.

III. Definitions

A. Midcareerist

An individual at the midcareer level (generally GS-13 or GS-14) who has been selected for the Program by his supervisors and the ORR Career Service Board, and approved by the DD/I Midcareer Panel.

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GROUP 1 Excluded from automatic down- grading and declassification
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B. Midcareer Training Course

A 6-week basic course presented by OTR and mandatory for all Midcareerists. The roles of the CIA and its component elements, other U.S. Government agencies, and factors affecting U.S. policy and actions are treated in the course.

C. Midcareer Training Plan

A formal training plan for each ORR Midcareerist to be completed in not more than 5 years. The Plan will be tailored to the needs of the Midcareerist, taking into consideration his prior experience and training, both formal and informal, as well as his probable future development and assignments. The Plan must include attendance at the Midcareer Training Course and should also include, as appropriate, additional internal or external courses and reassignment or detail to other positions.

D. DD/I Midcareer Panel

A panel consisting of the Deputy Assistant Directors in the Intelligence Directorate. This Panel will review and approve the individuals selected by each Office as Midcareerists and their proposed Midcareer Training Plans.

E. Supervisor

For the purposes of this Program, a supervisor is defined as the appropriate branch or staff chief or more senior officer in the chain of command.

IV. Policy

Within the scope of the broad Agency midcareer training objectives, it is the policy of the Office of Research and Reports to maximize the development of selected ORR personnel at the midcareer level consistent with their potential to assume increasingly greater managerial responsibilities and consistent with the needs of this Office and the Agency for the services of such personnel.

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V. Responsibilities

A. All ORR supervisors are responsible for:

1. Initiating recommendations for the selection of Midcareerists from qualified personnel under their immediate supervision.

2. Developing a proposed Midcareer Training Plan for each employee under their supervision who is selected as a Midcareerist by the ORR Career Service Board.

3. Ensuring, for each Midcareerist under their supervision, that the Midcareer Training Plan as approved by the ORR Career Service Board and the DD/I Midcareer Panel is implemented, subject to later changes that may be introduced and approved.

B. Each individual selected as a Midcareerist by the ORR Career Service Board is responsible for:

1. Assisting his supervisor in the development of his Midcareer Training Plan.

2. Cooperating fully in the implementation of his Midcareer Training Plan as approved by the ORR Career Service Board and the DD/I Midcareer Panel, subject to later changes that may be introduced and approved.

C. Area Chiefs (and OAD Staff Chiefs) are responsible for reviewing annually all personnel under their jurisdiction who are believed to be at the midcareer level and for recommending the selection of personnel as Midcareerists or the elimination from the Program of those individuals previously selected as Midcareerists but not measuring up to their anticipated potential.

D. Area and Division Chiefs are responsible for commenting on and endorsing to the ORR Career Service Board proposed Midcareer Training Programs developed for their personnel.

E. The ORR Career Service Board is responsible for reviewing recommendations for the selection of Midcareerists and their Midcareer

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Training Plans and for forwarding those it approves to the DD/I Midcareer Panel.

F. The ORR Administrative Staff is responsible for providing information and guidance relating to courses and assignments proposed as elements of Midcareer Training Plans for ORR Midcareerists, and for providing to the ORR Career Service Board such staff support as may be required.

#### VI. Procedures

A. Each ORR Area Chief (and OAD Staff Chief) will submit to the ORR Career Service Board the names of personnel under his jurisdiction recommended for initial participation in the Program. Criteria for selection generally will be:

1. Grade GS-13 or GS-14
2. 30 to 45 years of age
3. At least 5 years of Agency service, the last 2 in ORR
4. Performance records significantly better than average ("S" or better overall rating in current fitness report format)
5. Demonstrated managerial capabilities or the potential to assume managerial responsibilities.

Exceptions to one or more of the above listed criteria may be made if adequately justified to the ORR Career Service Board.

B. After Career Service Board approval, the supervisor of each individual selected for participation in the Program will develop, in consultation with the recommended Midcareerist and, as appropriate, with the ORR Training Officer, a proposed Midcareer Training Plan which is consistent with the needs of the organization and takes into consideration the recommended Midcareerist's education, experience, interests, and capability to progress to increasingly more responsible assignments. The supervisor and the recommended Midcareerist should avail themselves of the counsel of senior officials in the chain of command and the assistance of the ORR Administrative Staff, as necessary, to ensure consideration of all factors pertinent to

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development of an effective Midcareer Training Plan. The nomination of an individual for the Program and his proposed Midcareer Training Plan will then be reviewed by the ORR Career Service Board and, if approved, submitted to the DD/I Midcareer Panel for final approval.

C. Annually, as fitness reports are prepared for personnel in grades GS-13 and GS-14, supervisors will consider selecting as Midcareerists (consistent with the criteria in par. VI, A, above) those personnel who have been promoted to GS-13 in the preceding year and personnel not selected previously but now deemed qualified for the Program. At the same time, each supervisor will consider carefully the continued participation in the Program of previously selected Midcareerists. Recommendations for selection of new Midcareerists or elimination from the Program of previously selected Midcareerists will require the approval of ORR officials in the chain of command, the ORR Career Service Board, and the DD/I Midcareer Panel.

D. At the time the selection of Midcareerists and their Midcareer Training Plans are reviewed and reassessed each year, consideration shall be given also to training needs for personnel not recommended as Midcareerists.

Adopted by the ORR Career Service Board 2 April 1964:

  
Acting Chairman  
ORR Career Service Board

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